

GIS MANAGER

DISTINGUISHING FEATURES

The fundamental reason the GIS Manager exists is to perform highly responsible managerial, administrative, and technical duties directing and supervising the GIS section of the Information Systems Department. This classification supervises the GIS Analysts and GIS Technicians. Work is performed independently under the general direction of the GIS Director. The GIS Manager position is distinguished from the GIS Analyst position by coordinating and managing projects. This position is further distinguished by the supervisory responsibilities for other technical staff in the section.

ESSENTIAL FUNCTIONS

Plans, supervises and manages the overall citywide GIS technical mapping operation dedicated to deliver maps of the infrastructure in the City. Creates GPS point files for utility mappers for the City's water and sewer infrastructure.

Establishes priorities to meet long-term and short-term GIS objectives. Projects human resource and budget needs for the section.

Responsible for supervision and job performance evaluations for direct reporting staff. Trains, mentors, and coaches other staff to fully develop their technology skills to provide depth of knowledge for the continuation of quality products and services. Creates mapping standards for the GIS section.

Develops and/or participates in developing special maps as requested by various departments and citizens for projects and/or presentations.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Microsoft NT and the related Office software programs

Open systems procedures, operations, data flow, and record maintenance

Safeguards and security procedures and protocols

Systems analysis and design

Several programming languages such as Visual Basic, SQL Server, MS Access, Microstation Basic, MDL, UCM, and ArcView

Ability to:

Manage all aspects of projects to ensure timely completion.

Listen and communicate effectively with a diverse group of people. Communicates with users orally, in person, and on the telephone to solve concerns and recommend alternatives.

Make oral and written presentations of system analysis, design and operational data in a clear, concise and non-technical manner.

Comprehend and make inferences from written material and oral direction.

Produce written reports using clearly organized thoughts and proper sentence construction and grammar.

Operate a variety of standard office equipment that require continuous and repetitive arm, hand, and eye movement.

Make independent actions or decisions on technical issues such as establishing mapping standards. Observe, review, and check the work of staff members to ensure conformance to these standards.

Supervise, train, and develop employees effectively.

Lift and move computer equipment up to 20 pounds

Education & Experience

Any combination of education and experience equivalent to a Bachelor degree in Computer Science, Geography, or related field and a minimum of 3 years experience in GIS system design and analysis and automated drafting principles and procedures. Also requires one year of supervisory experience.

FLSA STATUS: Exempt

HR ORDINANCE STATUS: Unclassified